ABOUT YOUR TOUR

We are looking forward to your visit with us at Casa San Ysidro. Your tour will be led by our Casa docents, education volunteers who devote many hours of study and preparation to make your visit an enjoyable learning experience. We do have some requests from you:

- 1. If you need to cancel your tour, or have bus/vehicle problems, please call us as soon as possible, at 898-3915.
- 2. Your Lead Docent will be calling you several days before your tour to discuss its contents.
- 3. Parking: Buses may unload and load group in front of Casa, but must park in lot at Old Church across the street. Others must park in lot at Old Church.
- 4. Please arrive promptly at the appointed time to avoid conflict with another tour group. Your tour may have to be cut short if you arrive late.
- 5. If you have not paid in advance, admission fees will be collected at time of arrival. Please have cash (exact amount desired), or check payable to: The Albuquerque Museum/Casa San Ysidro. The admission fee is **NON-REFUNDABLE**.
- 6. Name tags for school/youth groups are important so that the docent may speak to students by name.
- 7. Please assemble your group before entering Casa.
- 8. Groups larger than 15 will probably be divided by the docents to create a better learning atmosphere. There is a required ratio of 1 adult sponsor (teacher or chaperone) per 8-12 students. There will be admission fees for additional sponsors. Due to the limited space for touring at Casa, we ask that you do not bring additional children who are not part of the class.
- 9. It is important to understand responsibilities between you and your docent: **Teachers and parents** are responsible for staying with the students throughout their tour. It is their role to maintain discipline and keep the students together within their groups for the tour. **Docents** lead the tour and share information with the students. The **security officers** located throughout the museum are responsible for protecting the art and history objects. They will assist with emergencies, but are not responsible for maintaining the discipline of your group.
- 10. Please tell your group in advance about appropriate "manners" in history museums. Objects in history museums cannot be touched.

Artifacts are rare. We need to preserve them for the future. Fingerprints leave oil deposits that are destructive to objects. You can make this point to your students by touching a mirror or glass surface and then showing the fingerprints left on the surface. (When museum workers have to touch objects or move them, they wear special white gloves.)

Your docent will reinforce this with the students. Some "hands-on" materials will be a part of the tour.

The students are not allowed to carry any writing instruments into the rooms. If you want to have special topics be included in your tour, please discuss this with your docent.

11. Tours generally last 45 to 60 minutes, but allow additional time of approximately 30 minutes for your tour.

By observing these "Museum Manners," your students/group can have an enjoyable learning experience.

Thanks so much for your cooperation.

ADMISSION FEES: School tour: \$1/student (no charge for required adults sponsors)

General tour: \$4/adult, \$3/seniors (65+), \$3/students (13+), \$2/child (12 & under)

Admission is free to Albuquerque Museum Foundations members

TOURS MUST BE BOOKED IN ADVANCE